



CITY OF DULUTH Building Safety Division

411 W 1st Street Room 210 Duluth MN 55802

Ph 218-730-5300 Fax 218-730-5901

What is a design professional, and when is one required to design, prepare and certify plans?

A design professional is someone that is required by state law to be licensed or certified by the Minnesota Board of Architecture, Engineering, Land Surveying, Landscape Architecture, Geoscience and Interior Design (AELSLAGID). Plans must be prepared and certified by a design professional unless specifically exempted in state licensing rules. The building code authorizes the building official to require plans to be prepared by a design professional for an exempt building if special conditions exist.

A permit application must include two sets of plans and specifications for the project with the name and address of who prepared the plans. Plans must provide information that clearly shows that the project design complies with the building code and other laws and ordinances that apply to the project. The plan preparer must certify that reasonable care has been given to compliance with applicable laws, ordinances, and building codes.

Generally, a licensed design professional is NOT required for the following uses:

One and two family dwellings and townhouses.

Residential accessory structures such as garages with footings at least 5 feet below grade or which are less than 1500 square feet on pre-approved standard engineered slab. The building official may require plans to be prepared by a Minnesota licensed design professional if special conditions exist.

Temporary buildings or sheds used exclusively for construction purposes, not exceeding two stories in height, and not used for living quarters.

Apartments & condominiums, 3 units or less.

Dwellings, lodging houses, attached single family dwellings, townhouses, and congregate residences (each accommodating 10 persons or less).

Business uses which are not greater than 2-stories with a basement and not greater than 2250 gross square feet.

Retail uses which are not greater than two-stories with a basement and not greater than 1,500 gross square feet.

Assembly uses intended for dining and drinking with an occupant load of less than 50 people, providing seating for not more than 20 people and not greater than 1000 gross square feet.

Low hazard factory industrial uses as which are not greater than one story with no basement and not greater than 3,000 gross square feet.

Aircraft hangars and helistops which are not greater than one story with no basement and not greater than 3,000 gross square feet.

Storage for non-combustible materials and products which are not greater than one story with no basement and not greater than 5,000 gross square feet. Open or enclosed parking garages are not exempted.

Farm buildings, carports, greenhouses, sheds, and stables not greater than one story with no basement and not greater than 1,000 gross square feet and , tanks, towers, fences not over 6' feet high, and retaining walls with 4' or less of vertical exposed face.

Taken from: MN Rules 1300.0130 Subp. 1, MN Statutes 326.02 to 326.15, MN Rules 1800